



Queen Anne's County Environmental Health

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Food Establishment Plan Review Submittals

Maryland Health-General Code Annotated §21-321, requires that properly prepared plans be submitted to the Queen Anne's County Office of Environmental Health and the plans approved, before a person constructs a food establishment, remodels or alters a food establishment, or converts or remodels an existing building for use as a food establishment.

The following items are necessary for Plan Review:

1. Scaled floor plan showing location of equipment
2. Scaled site plan
3. List of equipment
 - a. Manufacturer spec sheets for each piece of equipment (provide make and model if spec sheets are not available)
4. Drawing/plans for any custom built equipment
5. Finish Schedule
6. Ventilation plans
7. Proposed menu
8. Standard Operating Procedures
9. HACCP plan

Retail food service facilities must comply with the Code of Maryland Regulations (COMAR) 10.15.03.
http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=10.15.03.*

The following information must be included in the plans submitted to this Office:

1. **FLOOR PLAN:** A floor plan of the proposed facility identifying the separate work areas, the location of all equipment, and the flow of food through the facility. Adequate preparation and storage space must be provided.
 - a. Locate all seating
 - b. Locate and label equipment with its common name (can use legend)
 - c. Located exterior doors
 - d. Locate shelving, dry storage areas, custodial area
 - e. Locate walk-ins
 - f. Locate hand sinks
 - g. Locate 3 compartment sinks and prep sinks
 - h. Locate restrooms
 - i. Locate grease trap (if interior grease trap)
 - j. Locate restrooms

2. **SITE PLAN:**
 - a. Scaled site plan
 - b. Locate any private wells (if applicable), septic systems and grease traps
 - c. Located exterior garbage and refuse storage
3. **DESCRIPTION OF THE BUILDING MATERIAL:** Wood frame, masonry, metal siding on steel or concrete construction.
4. **FINISH SCHEDULE:** Includes the material of construction and the finish of the floors, walls, and ceilings in all areas.
 - a. *Floors* - specify the material. A sample may be required.

Floors in food areas are:

 1. Durable, smooth and easily cleanable;
 2. Non-absorbent and impervious to water; and
 3. Sloped to a drain where the floor is flooded during normal operations or during cleaning.
 - b. *Walls* - specify the materials and the finish. Must be a light color and easily cleanable. Stainless steel sheets are recommended behind cooking equipment.

Walls in food areas are:

 1. Smooth, non-absorbent, and are easily cleanable; and
 2. Durable to allow repeated wet or damp cleaning.
 - c. *Base*- wall junctures must be coved and properly sealed.
 - d. *Ceiling* - specify that in the food storage and preparation areas the ceiling is smooth and cleanable.

Ceilings in food areas are:

 1. Smooth, non absorbent and easily cleanable; and
 2. Free of exposed horizontal surfaces and no exposed insulation.
 - e. *Conduit* – Piping or other similar construction that is located outside of the wall must be installed so that there is a minimum of 3/4" space between wall, in order to access for cleaning.
5. **VENTILATION:** A detailed description of the ventilation system and a drawing showing the position of the cooking equipment under the hood system. The system must ensure adequate air exchange, ventilation, and air balance. Information on kitchen hood systems must include documentation of listings such as NSF-2, UL-710 and NFPA-96, and must list exhaust and supply air volumes. Ventilation hoods must comply with the Maryland Ventilation Criteria for Food Establishments (1996).
 - a. Submit ventilation plans for all cooking equipment requiring ventilation.

This should include filter placement type, plenum air chamber, duct openings, c.f.m. of fan, gauge of materials, etc.
 - b. Specify sources of make-up air.
 - c. Specify overhang required for the proposed type of hood (if necessary).
 - d. A hood is required over commercial cooking equipment that produces grease-laden vapors or smoke.
 - e. A hood may be required for heat, fumes and steam removal including high temp ovens, steam kettles, or ware-washing machines using water sanitization.
 - f. Grease hoods must be in compliance with NSF Standard 2.
6. **PLUMBING:** A plumbing layout and/or riser diagram indicating the locations of all fixtures such as hand sinks, utility sinks, floor drains, hose stations, hub drains, mop sinks, toilets and backflow prevention devices. Specify that all piping will be either located inside the wall or installed so as to be easily cleanable.

- a. An adequate amount of potable water to fixtures under pressure at the proper temperature for the intended function.
 - b. There must be backflow prevention at all cross-connections including at ice makers and especially carbonators, where a stainless steel check valve must be used to isolate the carbonator (mixing tank) from the water booster pump.
 - c. Indirect connections are required for the following:
 - Dishwashing machines
 - Multi-compartment and food preparation sinks with each compartment draining separately,
 - Steam kettles
 - Ice machines
 - Walk-ins
 - Other food equipment with a waste-water drain.
 - When hand sinks are installed in food preparation tables and counters they must discharge through an air gap into a floor sink or receptor that is trapped and vented.
 - d. Indirect open site drains must have a minimum of a 1" air gap.
 - e. Indicate separate drains (on plans) from each compartment of multi-compartment sinks.
 - f. Manifold drain lines are not permitted for condensate on the walk-ins or on the waste lines from the multi-compartment sink.
 - g. Garbage grinders may not be installed in utensil or food preparation sinks.
 - h. Plumbing fixtures that minimize the risk of waste-water contamination of food and food contact surfaces.
 - i. Mop sink or other cleaning facilities.
7. **LIGHTING:** A lighting schedule which specifies the following:
- a. A minimum of 50 foot candles of shielded light will be provided at any surface where an employee is working with food or working with utensils or equipment.
 - b. A minimum of 20 foot candles of shielded light at 30 inches off the floor will be provided in all storage areas, walk-in coolers and restrooms, locker rooms, dining areas during cleaning, bar, wait station and service areas.
8. **HAND SINKS:** Hand washing facilities must be indicated on the plans. Hand sinks are required in and adjacent to toilet facilities, in each food preparation and utensil washing areas. Hand sinks must be provided with splashguards as necessary when installed adjacent to food preparation and storage areas. Hand sinks must be supplied with antibacterial hand soap and a means of drying hands (towel dispensers or hand dryers).
9. **RESTROOMS:** Toilet facilities shall be installed in accordance to all applicable State and local laws and cannot open directly into the kitchen or food preparation areas. Restrooms shall be adequate and conveniently located and shall be accessible to employees at all times. Public restrooms are required when customer seating is provided.

Toilet facilities must have:

- a. Doors which are self-closing.
- b. Mechanical exhaust ventilation will be at least 2 cubic feet of air per minute per square foot of floor space.

- c. Hand sinks located within the restroom with soap and towel dispensers.
 - d. Waste receptacles in each bathroom. Receptacle(s) in the women's bathroom must be covered.
10. **EQUIPMENT:** A complete list of the food equipment corresponding, by number or name, to the equipment placement indicated on the Floor Plan. The specifications of all the proposed food equipment to include documentation of applicable listings such as NSF, UL, CRMA, BISSC and other approved commercial grade standards.
- a. Floor-mounted equipment must be elevated at least 6 inches above the floor and spaced so that there is sufficient space for cleaning.
 - b. All counter mounted equipment weighing in excess of 80 pounds will be placed on NSF approved 4" legs or sealed to all adjacent surfaces.
 - c. Equipment must be installed and located so as to limit the potential for cross-contamination of food and unsanitary conditions.
 - d. Large equipment must be on NSF approved casters and have disconnects to facilitate easy cleaning.
11. **UTENSIL & WARE-WASHING:** A three compartment sink is required for ware washing and utensils. The following are required for a three compartment sink:
- a. Adequate in length, width and depth to accommodate the largest equipment items and utensils.
 - b. Supplied with hot and cold running water at each sink compartment.
 - c. Integral drain boards are of adequate size for proper handling of soiled utensils before washing and for cleaned utensils following rinsing or sanitization.
 - d. If installing a dish machine in addition to the three compartment sink, it must be installed and maintained according to manufacturer's specifications.
12. **STORAGE:** Specify easily cleanable, non-porous shelving materials that meet NSF guidelines.
- a. Lowest shelf must be a minimum of 8" off the floor or 18" for exposed food and utensils.
 - b. Stock rooms must be bright, vector proof, organized and free of clutter.
 - c. Employee clothing and personal belongings are stored in designated areas. Dedicated employee areas or dressing rooms are located outside of food preparation, serving and utensil washing areas.
13. **TRASH STORAGE AND DISPOSAL:** Containers must be constructed of a durable material and provided with tight fitting lids. Garbage containers located outside the establishment must be located on a sealed/grease resistant surface. The area must be maintained so as to be free of clutter and loose trash. A copy of the contract for trash removal should be provided.
14. **GREASE TRAPS:** This office requires that grease be disposed of in an approved manor. For outside grease traps, a minimum of 1,000 – 1,500 gallon tanks are required with 1 or 2 compartments with the outlet baffle 18" off the floor of the tank. The tank must have a traffic bearing cover and be pre-approved by the appropriate Sanitary District or Town Management Office. Containers for the used cooking oil must be placed on impervious surfaces so as to keep the area clean. A copy of the contract for grease pickup should be provided (both the grease trap and the oil receptacle).

15. **UTILITIES:** Specify public or private water supply and sewage disposal system. For facilities on private wells, the water must pass a potability test prior to facility opening and be sampled quarterly for bacteria and yearly for nitrates.
16. **MOP SINK:** Specify location of mop sink on plans.
17. **MENU:** A full menu must be submitted for review and development of a HACCP plan.
18. **STANDARD OPERATING PROCEDURES:** A written Standard Operating Procedures (SOP) that addresses:
 - Time/temperature control of potentially hazardous foods (PHFs).
 - Measures to prevent food from being contaminated.
 - Personal hygiene of employees.
 - Exclusion of ill employees from food handling.
 - Employee training in safe food handling procedures.
 - Supplies and equipment used to implement SOPs.
 - Critical limits and measurable standards for control of risk factors.
 - Monitoring procedures used to insure critical limits are met.
 - Corrective actions taken if critical limits are not met.
 - Ongoing assessment of the SOP.
19. **PRIORITY ASSESSMENT:** For a proposed food service facility, the information necessary for a **Priority Assessment** is to be determined by this Office. This information is listed on the **Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan**. For a facility classified as a **High** or **Moderate Priority**, a complete HACCP Plan must be submitted and approved.

Submit this information to:

The Queen Anne's County Department of Health
Office of Environmental Health
206 North Commerce Street
Centreville, MD 21617

You are advised that additional information may be required on future findings. There is currently no fee for the plan review.

If you have questions, please call (410) 758-2281.

NOTICE

An approved set of plans must be on-site during all phases of construction and must be available during the Pre-Opening and Opening Inspections. If plans were approved by the State of Maryland Division of Food Control, the plans must bear their stamped approval. The inspection will not be conducted if the final approved set of plans is not available to the Sanitarian(s).

Acronyms:

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| BISSC | Baking Industry Sanitation Standard Committee |
| CRMA | Commercial Refrigerator Manufacturers' Association |
| NFPA | National Fire Prevention Association |
| NSF | National Sanitation Foundation |
| UL | Underwriters Laboratories |